

		Guideline			Doc. No.	SDL-GL-CCH-02
		Prevention of spread of Corona Virus in CANSA Offices				
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1. PURPOSE

The purpose of this procedure is to provide information regarding prevention of the spread of the Corona virus

Mechanism of Spread of COVID-19

The virus is spread through coughing or sneezing/intimate contact through droplets from nasal or mouth cavities. These particles land on contact surfaces, therefore stringent measures to maintain clean surfaces is vital.

2. SCOPE

This policy applies to all CANSA employees as well as contracted staff and volunteers

3. DEFINITIONS/ABBREVIATIONS

CANSA	Cancer Association of South Africa
Cleaning	Refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
Disinfecting	Refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface <i>after</i> cleaning, it can further lower the risk of spreading infection.
COVID-19	Corona virus

4. CONTENT OF GUIDELINE

Prominent display of the Coronavirus public hotline 0800029 999 in all CANSA Offices

Travel History Important.

- Travel history to high-risk countries or across South African borders, should be reported to Line Manager.
- Any person who have recently travelled particularly to any high-risk country within the previous 30 day period, should self-isolate and be tested for the Coronavirus COVID-19 should they have any flu-like symptoms.
- No person with COVID-19 confirmed or suspected, may refuse medical examination, prophylaxis, treatment, isolation or quarantine.

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Staff Displaying Suspicious Signs and Symptoms

No staff member who has, or displays any of the following symptoms should report on duty:

- Fever
- Cough
- Sneezing
- Runny nose
- Changes to smell or taste sensation
- Difficulty breathing

Any member of staff who suspects that they may have been in contact with someone who has COVID-19, should phone his/her treating physician and ask advice.

General Aspects of How to Prevent the Corona Virus from Spreading

Handwashing

- Wash hands frequently with soap and water for at least 20 seconds and clean with alcohol-based hand rub
- Hand sanitizers with at least 60% alcohol-based solution to be available at reception
- Avoid touching eyes, nose, or mouth, rationale being hands touching surfaces with virus can facilitate the virus being transferred to areas of entry to the body

Cleaning & Disinfecting of Work Surfaces

- All worksurfaces to be cleaned at least once every a day
- Wear non-sterile disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, will be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing 5 tablespoons (1/3rd cup) bleach per 4 litres of water
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

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- Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

Regarding upholstered furniture

- All upholstered furniture to be removed
- Replace with washable surface chairs and furniture
- If upholstered furniture can not be removed, the surface must be covered with a sheet/cloth and coverings to be changed and washed daily

Cleaning & Disinfecting Linens and Other Items that go in the Laundry

- Wear disposable gloves when handling dirty laundry and then discard after each use.
- Clean hands immediately after gloves are removed.
- If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.

Maintain Social Distance

- Maintain a distance of at least 1 metre from any person coughing or sneezing
- Prevent close contact e.g. hugging of people with or without signs of flu
- Minimize activities with larger numbers of people

Wearing of cloth masks

Wearing of cloth masks as advised by Minister of Health

All staff, patients and visitors (e.g. essential maintenance) to wear cloth masks. Surgical and G95 masks to be reserved for Health care workers working directly with infected patients or screening of potential infected clients

Rationale:

Department of Health’s top priorities is to ensure that front-line healthcare workers, who are caring for those with Covid-19, have the required N95 respirators and/or medical masks so that they are protected when undertaking their duties and helping us save lives.

There is a global shortage of these masks so we please urge all residents to not obtain or use these, so that we can ensure enough supply to the frontline healthcare workers in our hospitals and clinics

Do not use N95 Respirators and Medical masks as this is to be reserved for Frontline Healthcare workers

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Cloth masks:

A cloth mask, if appropriately used, and cleaned, can offer the following protection for residents:

- The mask will reduce the transmission of droplets from the source (any person coughing or sneezing)
- It will reduce inhaling a large number of droplets from others
- Will reduce exposure in overcrowded areas such as taxis, shops of government buildings
- Will create awareness around Covid-19
- Inexpensive and can be produced in large under clear specifications
- Usage guidelines applied

When could a cloth mask be used:

Cloth masks can be used by both the community and non-healthcare workers and where there is no physical contact. This includes:

- Travel to and from work in public transport
- When stepping outside the house to go shopping or seeking healthcare
- In self isolation when contact with others is necessary (remember distancing)
- When stopping and talking to members of the public (for example, traffic police)

CANSA Vehicles

- Every CANSA Care Centre must have a spray-pump for the cleaning of vehicles
Only wiping down surfaces will not reach all surfaces of the vehicles.
- Sprayed down (inside and outside) with a mixture of Household detergent and Bleach
- If possible, obtain disinfected as utilised by Department of health or local municipality for surface spray disinfectant
- Company transportation to be cleaned daily and ask employees to abide to hygiene rules (frequent handwashing)
- Instate more frequent trips to prevent occupants crowded in the vehicle
- Only to carry maximum of 75% carrying capacity (previously suggested 50 %, but latest according to minister of Health =75%)

Maintain Good Respiratory Hygiene

- Cover the mouth/nose when coughing or sneezing with a tissue or bend elbow, and if a tissue is utilised, immediately dispose of this in a closed bin. This is to prevent droplet spread of COVID-19
- Closed bins to be available in all CANSA offices
- Avoid spitting in public places

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Food Hygiene

- Utilize different chopping boards for raw meat/ cooked food
- Cook food well – heat destroys the virus
- Wash hands before, during and after working with food/cooking

Maintain general food hygiene principles

Clean: Wash hands, utensils and surfaces often. Germs can spread and survive in many places.

Separate: Raw meat, poultry, seafood, and eggs as it can spread illness-causing bacteria to ready-to-eat foods, so keep them separate.

Cook: Food is safely cooked only when the internal temperature is high enough to kill germs that can make you sick.

Chill: Refrigerate promptly. Bacteria that cause food poisoning multiply quickest between 4°C and 60°C.

The COVID-19 virus is not currently spread through food, but it is important to follow strict personal hygiene habits when working with food, under all circumstances. Washing hands properly with soap and water (and sanitize after washing where required) remains important as all food workers have already been taught.

As a reminder - food workers must wash hands:

- before entering area of work
- before handling cooked or ready-to-eat food
- before and after handling or preparing raw food
- after handling waste
- after cleaning duties
- after using the toilet
- after blowing nose, sneezing or coughing
- after eating, drinking or smoking
- after handling money

Environmental Hygiene

Fumigate to ensure absence of rodents (wild animal to human transmission of COVID-19) according to company policy

5. REVIEW AND APPROVALS

- Review: This policy/procedure, entitles Prevention of spreading of the Corona virus in CANSA offices has been compiled by Prof Michael Herbst

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6. REFERENCES

- NDOH guidelines to prevent spreading of Corona virus
- CANSA Internal guideline on prevention of spreading the Corona virus
- World Health Organization: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>
- World Health Organization Guidelines (WHO) on When and How to Use Mask for COVID-19
- Anelich Consulting Food Safety Solutions: <https://www.anelichconsulting.co.za/>

Approval: This policy/procedure, entitled Prevention of Spreading of Corona Virus in CANSA Care Homes and numbered SDL-GL-CCH-01, is approved effective Date: 09 March 2020, and shall be included in the Policies and Procedures Manual of the Cancer Association of South Africa (CANSA), and shall be reviewed at least every 2 years.

Chief Executive Officer

Reference: HR&QAC	Revision: 2	Date: March 2020	Authorization: EXCO
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